



City of Saint Paul
Time Attendance and Scheduling Solution
YJC Time Approver Instructions

Timecard Approver-Youth Job Corps Employees

As a time approver for Youth Job Corps (YJC) employees, you will use IntelliTime's Virtual Timecard Interface (VTI) to approve your employees' hours and send them to Payroll.

In order to do that, you'll have an account set up in the City's TASS system, and you will be assigned an Employee ID number to use as a login. You will NOT be doing your own timekeeping in VTI.

If you are also a City employee, you will use VTI for your own timekeeping. These instructions will not replace your regular VTI training, but are specific to the timekeeping process for YJC.

A. Daily

Follow your current procedure for scheduling and recording your YJC employees' work hours. You still need to forward signed timesheets to the City, however the time records in VTI will be the official 'system of record'.

B. At the end of each pay period

Your responsibility as a YJC approver is to:

- Log in to IntelliTime VTI
- Retrieve your YJC employees' timecards (which will be blank)
- Open each employee's timecard and enter the hours worked.
- Submit the timecard, which indicates your approval of the hours.



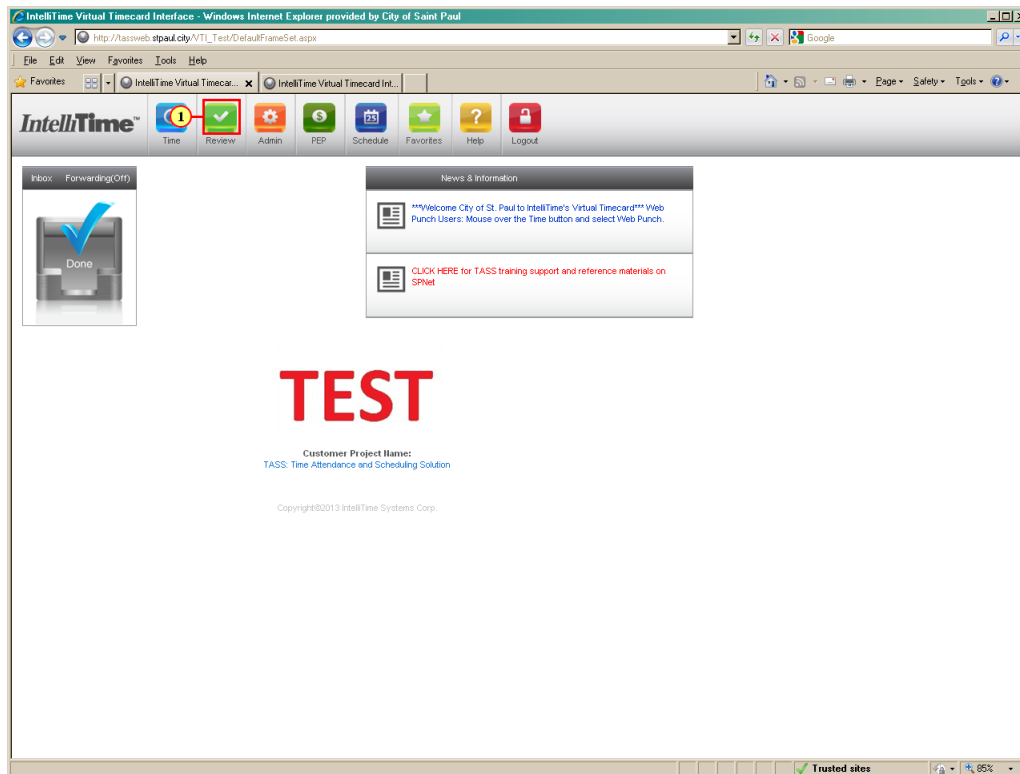
City of Saint Paul Time Attendance and Scheduling Solution YJC Time Approver Instructions


1. Log in to IntelliTime VTI

Please refer to the “Getting Started” handout for information about logging in, maintaining your user profile, and technical requirements for using VTI.

2. Retrieve your employees’ timecards

These steps assume you have already logged in to IntelliTime VTI:



Step	Action
(1)	Click  to open the Review menu.
Notes	
The VTI home page has a number of features that are not used for YJC time approval, including the Inbox, and the Time, PEP, and Schedule buttons. In addition, the link to the TASS learning support page is accessible only by users within the City network. If you are outside the City network, this link will not work.	



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The screenshot shows the IntelliTime Virtual Timecard Interface. A red box highlights the 'Review Documents' button in the 'Who is In' dropdown menu. The interface includes various filters like Role, Search Description, Pending count, Error Types, and a table of documents with columns for Emp ID, Emp Name, Department, Division, Subdivision, Doc Date, Status, and Delete.

Step	Action
(2)	Click Review Documents to open the Doc Review screen.



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3. Open an employee's timecard and enter the hours worked

The screenshot shows the IntelliTime Virtual Timecard Interface in a web browser. The 'Document Review' section is active, displaying a table of timecards. The table has columns for Emp ID, Emp Name, Department, Division, SubDivision, Doc Date, Status, Delete, Emp Info, and Review Doc. The 'Review Doc' column contains buttons for 'Timecard' and 'Timecard'. A red box highlights the 'Timecard' button for the first row (Emp ID T103), and a circled number 3 is next to it.

Step	Action								
(3)	Click Timecard to open an employee timecard.								
<p>Notes</p> <p>There are 2 kinds of timecards: Start-Stop (for employees who punch the start and stop of their workday) and Timecard (the 'elapsed timecard, for employees who only record the total hours worked).</p> <p>YJC employees use the elapsed timecard.</p> <p>Timecard Status: The status lets you know where a timecard is in its workflow.</p> <table border="1"> <tr> <td>Missing</td><td>This status indicates a timecard that has never been opened and holds no data. <i>This is the typical status that you will see when you start your timecard approval.</i> In order to fill it out, you will need to open and [Get] it.</td></tr> <tr> <td>Saved</td><td><i>Typically you will not see this status.</i> The timecard has been opened and saved. When you open this timecard it will be in 'read only' mode. In order to fill it out, you will need to open and [Get] it.</td></tr> <tr> <td>Pending Approval</td><td>This status will show after you have done the open and [Get] steps, and saved the timecard. It does NOT necessarily mean that the timecard is complete and ready to submit to Payroll.</td></tr> <tr> <td>Approval Complete</td><td>This status will show after you have used the [Submit] button to approve the timecard and clicked [Submit] to pass the Certification (signature) page. You can view it as 'read-only'.</td></tr> </table>		Missing	This status indicates a timecard that has never been opened and holds no data. <i>This is the typical status that you will see when you start your timecard approval.</i> In order to fill it out, you will need to open and [Get] it.	Saved	<i>Typically you will not see this status.</i> The timecard has been opened and saved. When you open this timecard it will be in 'read only' mode. In order to fill it out, you will need to open and [Get] it.	Pending Approval	This status will show after you have done the open and [Get] steps, and saved the timecard. It does NOT necessarily mean that the timecard is complete and ready to submit to Payroll.	Approval Complete	This status will show after you have used the [Submit] button to approve the timecard and clicked [Submit] to pass the Certification (signature) page. You can view it as 'read-only'.
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Approval Complete	This status will show after you have used the [Submit] button to approve the timecard and clicked [Submit] to pass the Certification (signature) page. You can view it as 'read-only'.								



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Employee: #T104 four, test user

Department	Division	Worked	Leave	Total	Diff	OT 1.0	OT 1.5	Start	End
41	0	0	0	0	0	0	0	5/18/2013	05/31/2013


EmpGroup: 99, Benefited: NO, PayGrade: 0, EmpStatus: TEMP, Special Processing: Default, EmpPosition: 920011 - PKS AND REC WORKER II, HourlyRate: not used, Available Leave Balances: (x48 hrs 1.5 Pay)

Schedule: Period 1800-2000: 4hrs NoBreak(M,W,F)

# Jobs	AcctgCode	OverAcct3	OverAcct4	OverAcct5	Pay Code	Hours	Sat 5/18	Sun 5/19	Mon 5/20	Tue 5/21	Wed 5/22	Thu 5/23	Fri 5/24	Sat 5/25	Sun 5/26	Mon 5/27	Tue 5/28	Wed 5/29	Thu 5/30	Fri 5/31	Description
1							OFF	OFF	04.00	OFF	04.00	OFF	04.00	OFF	04.00	OFF	04.00	OFF	04.00	OFF	note
2																					note
3																					note


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Get Previous Document 2 of 2 Read only view

Step	Action
(4)	Click  to open the timecard for editing.
Notes	
When you first open an employee's timecard it is displayed in 'read-only' mode, as indicated by the blue-shaded rows. In order to modify the timecard, you must 'Get' it from the employee's stage of the workflow into your own.	



City of Saint Paul Time Attendance and Scheduling Solution YJC Time Approver Instructions

Step	Action
(5)	Click  to select a Pay Code.
Notes	
<p>All hours on a timecard must be associated with a pay code. The list of pay codes includes vacation, personal, Leave of Absence, etc. These are available to City employees based on their employment status.</p> <p>YJC employees will ONLY work Regular hours, so that is the only pay code you should select.</p>	



City of Saint Paul Time Attendance and Scheduling Solution YJC Time Approver Instructions

Employee: #T104 four, test user

60 minutes left

Page: 1 of 1

Department: 41 Division: 0 Worked: Leave: Total: Diff: OT 1.0: OT 1.5: Start: 5/18/2013 End: 05/31/2013

EmpGroup: 99 Benefited: 0 PayGrade: 0 EmpStatus: TEMP Special Processing: Default EmpPosition: 920011 - PKS AND REC WORKER II HourlyRate: not used Available Leave Balances:

PLSA Status: Schedule: Parks1800-2000:4hr-NoBreak(M,Y,F) 2

Jobs: 1, 2, 3

AcctCode: -OverAccn3 -OverAccn4 -OverAccn5

Pay Code:

- LOA-STDNP
- Empnt-40
- FMLA
- Gen-OT1.5
- HOL-1.5WK
- HOL-Bvnt
- HOLWK1.5PY
- HOLWK1.5PY
- HOLWK1.5PY
- JryCrdDuty
- LeaveNoPay
- LOA-MNP
- LOA-MWP
- LOA-Gennt
- LOA-Gennt
- LOA-MNP
- LOA-MNP
- LOA-MNP
- PerntAccr
- Regular
- PerntAccr
- Susp-NP
- Vacation
- Vac-Cvntd

User Signature: two, test supervisor - 5/24/2013 2:08:30 PM

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Return Add lines Save Return Document Submit Override Previous Document 2 of 2

Done

Step	Action
(6)	Select Regular to record hours worked.
Notes	
YJC employees will ONLY work Regular hours, so that is the only pay code you should select.	
If you supervise other City employees, you may see other pay codes used on their timecards.	



City of Saint Paul Time Attendance and Scheduling Solution YJC Time Approver Instructions

Step	Action
(7)	Start recording the hours worked: Click in the first day and enter the number of hours.
Notes <p>Enter the number of hours the employee has worked directly into the timecard. All hours with the same pay code should be entered on the same row.</p> <p>Move from one day to the next using the <Tab> key or clicking with the mouse.</p> <p>Always make sure to <Tab> or click <i>outside</i> of the day just entered, so that the number of hours is 'read' by the timecard.</p>	



City of Saint Paul Time Attendance and Scheduling Solution YJC Time Approver Instructions

Employee: #T104 four, test user

58 minutes left

Page: 1 of 1

Department	Division	Worked	Leave	Total	Diff	OT 1.0	OT 1.5	Start	End
41	0	24.00		24.00				5/18/2013	05/31/2013

EmpGroup: 99
Benefited: NO
PayGrade: 0
EmpStatus: TEMP
Spec: 1
Hours: 24.00
Rate: 13.00
EmpPosition: 920011 - PKS AND REC WORKER II
Available Leave Balances: not used

Schedule: Parks 1600-2000, 4hr NoBreak(M,W,F)

#	Jobs	AcctCode	OverAcct3	OverAcct4	OverAcct5	Pay Code	Hours	Sat 5/18	Sun 5/19	Mon 5/20	Tue 5/21	Wed 5/22	Thu 5/23	Fri 5/24	Sat 5/25	Sun 5/26	Mon 5/27	Tue 5/28	Wed 5/29	Thu 5/30	Fri 5/31	Description
1						Regular	24.00															
2																						
3																						
DAILY TOTAL:								04.00	04.00	04.00	04.00	04.00	04.00	04.00	04.00	04.00	04.00	04.00	04.00	04.00	04.00	

User Signature: two, test supervisor - 5/24/2013 2:08:30 PM

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Return Add Lines Save Return Document Submit Override Previous Document 2 of 2


Total field shows cumulative hours worked.

Step	Action
(13)	<p>This example shows hours entered for several days.</p> <p>You can modify or remove hours anytime if necessary.</p> <p>If you open the timecard but are not ready to Submit it, ALWAYS remember to [Save] your changes. VTI may lock the timecard if you close the browser or open a different VTI screen without saving. The current lockout period is 60 minutes.</p> <p>[Save] will close the timecard without changing its status, so you will be able to open it at a future time.</p>
Notes	
As you add hours to a timecard, you will see the total for each day display in the bottom row of the grid, and a cumulative total for worked hours in the header.	



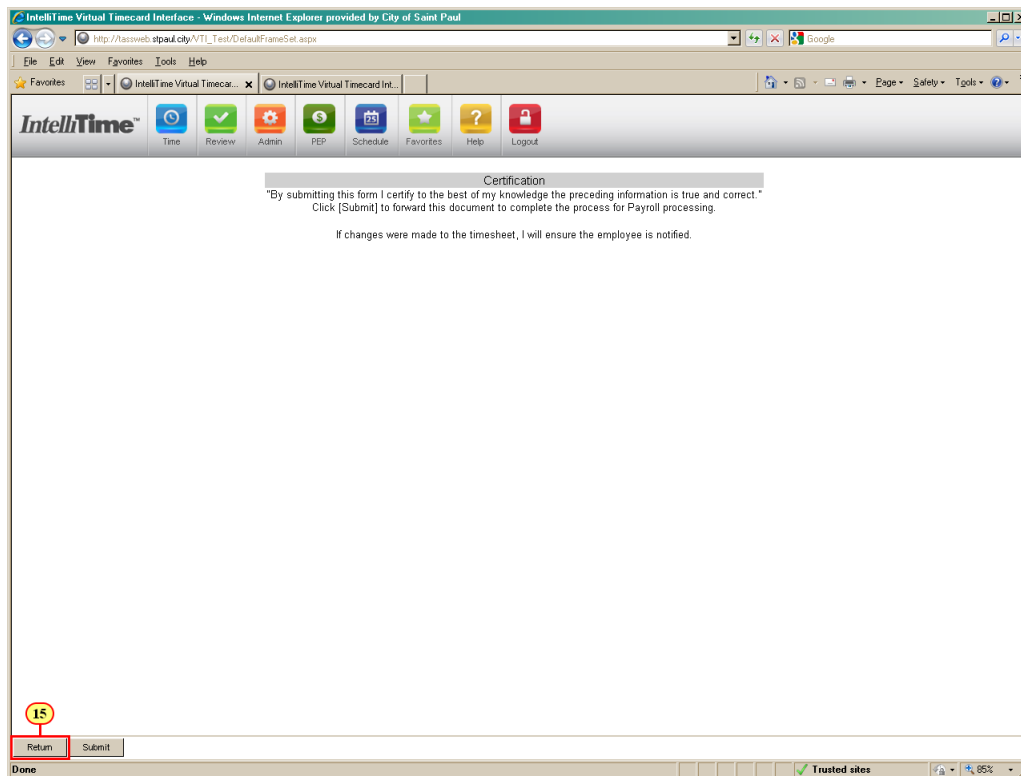
City of Saint Paul Time Attendance and Scheduling Solution YJC Time Approver Instructions


The screenshot shows the IntelliTime Virtual Timecard Interface in a web browser. The interface includes a top navigation bar with icons for Time, Review, Admin, PEP, Schedule, Favorites, Help, and Logout. Below this, the employee's information is displayed, including Department (41), Division (0), and various status fields. A timecard grid follows, showing hours worked for different jobs (1, 2, 3) across a week. The 'Submit' button in the bottom navigation bar is highlighted with a red box and the number 14.

Step	Action
(14)	When you have finished recording hours, click  .
Notes	
<p>When you click [Submit], IntelliTime will ‘run the rules’ on the timecard, i.e. check the hours against the employee’s contract rules. If the employee is eligible for overtime, holiday benefit, shift differential, etc. the Submit process will display those details.</p> <p>Most YJC employees will not have those benefits.</p> <p>Another way to make changes to a timecard <i>without</i> ‘running the rules’ or submitting it is to click the [Save] button. This will save any changes you have made and close the timecard without changing its status.</p>	



City of Saint Paul Time Attendance and Scheduling Solution YJC Time Approver Instructions



Step	Action
(15)	If you are not ready to submit the timecard, click  to return to the Document Review screen.



City of Saint Paul Time Attendance and Scheduling Solution YJC Time Approver Instructions

IntelliTime Virtual Timecard Interface - Windows Internet Explorer provided by City of Saint Paul

http://assweb.stpaul.city/VTI_Test/DefaultFrameSet.aspx

File Edit View Favorites Tools Help

IntelliTime Virtual Timecard Int...

IntelliTime™ Time Review Admin PEP Schedule Favorites Help Logout

Document Review

Role: Supervisor
Supervisor: [two, test supervisor]
Search Description: [Default] Search
Pending count: [1 : Timecard Pending Approval] Return

Pay Cycles: [City of St. Paul]
Duration: Pay Period: [12] Pay Week: [3]
Start: [05/18/2013] Stop: [05/31/2013]
Documents: [All] Workflow Status: [Any Including Missing] Sort Order: [No sorting]
Search by transaction date: ☐


Error Types: [All Documents]
Emp ID: [] Emp Name: [] Department: [] Division: [] SubDivision: [] Pay Code: [All Documents]
PayStop: [] AccrFlag: [] Accn3: [] Update Delete

Emp ID	Emp Name	Department	Division	SubDivision	Doc Date	Status	Delete	Emp Info	Doc
T103	three, test user	14	0	0		Missing			16
T104	four, test user	41	0	0	05/31/2013	Pending Approval			Timecard

Update

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Done Trusted sites 85%

Step	Action
(16)	<p>Notice that T104's timecard status is now "Pending Approval." This shows that you have used [Get] to open and edit the timecard.</p> <p>IMPORTANT: this status does not necessarily mean that the timecard is complete; you will need to review it at the end of the pay period to be sure.</p> <p>To reopen the timecard, click .</p>
<p>Notes</p> <p>The timecard will remain in "Pending Approval" status until you complete the Submit process. You can add or modify hours anytime while the card shows this status.</p>	



City of Saint Paul Time Attendance and Scheduling Solution YJC Time Approver Instructions

4. Submit the timecard, which indicates your approval of the hours.

Employee: #T104 four, test user 60 minutes left Page: 1 of 1

Department	Division	Worked	Leave	Total	Diff	Hours Paid at Rate	OT 1.0	OT 1.5	Start	End
41	0	20.00		20.00					5/18/2013	05/01/2013

EmpGroup: 99 Benefited: NO PayGrade: 0 EmpStatus: TEMP Special Processing: Default EmpPosition: 920011 - PKS AND REC WORKER II

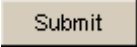
FLSA Status: NO Schedule: Parks1600-2000:4hr-NoBreak[M,V,F] HourlyRate: not used Available Leave Balances: [48 hrs 1.5 Pay]

#	Jobs	AcctgCode	OverAccn3	OverAccn4	OverAccn5	Pay Code	Hours	Sat 5/18	Sun 5/19	Mon 5/20	Tue 5/21	Wed 5/22	Thu 5/23	Fri 5/24	Sat 5/25	Sun 5/26	Mon 5/27	Tue 5/28	Wed 5/29	Thu 5/30	Fri 5/31	Description
1						Regular	20.00	OFF	OFF	04.00	OFF	04.00	OFF	OFF	OFF	OFF	04.00	04.00	04.00	04.00	04.00	note
2																						note
3																						note
DAILY TOTALS:								04.00	04.00							04.00	04.00					

User Signature: hvo, test supervisor - 5/24/2013 2:08:30 PM

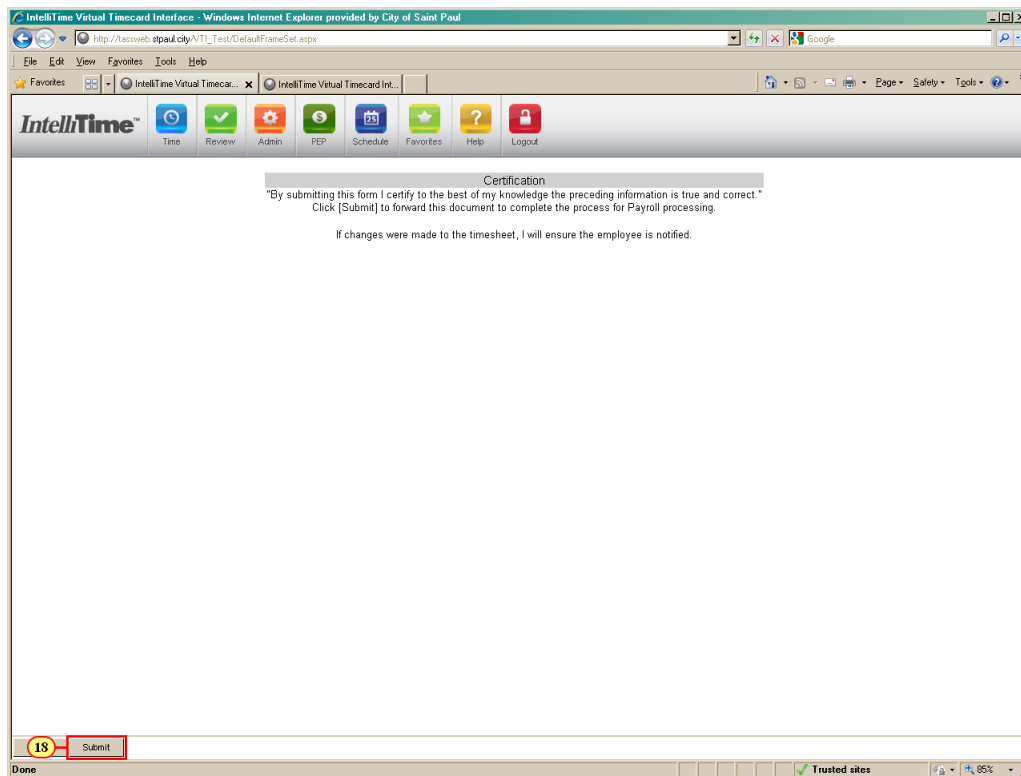
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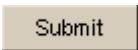
Return Add Lines Save Return D **17** Submit Override Previous Document 2 of 2

Step	Action
(17)	When you are sure that the timecard is complete and accurate, click  .



City of Saint Paul Time Attendance and Scheduling Solution YJC Time Approver Instructions



Step	Action
(18)	<p>The [Submit] button on the Certification Page is the final step in processing each timecard for payroll. DO NOT SKIP THIS STEP.</p> <p>Depending on the size of your computer screen, you may need to scroll down to see the [Submit] button.</p> <p>To complete the process, click .</p>
Notes	
After you click [Submit] on the Certification page, you will NOT be able to make any more changes to the timecard. Only Payroll staff will be able to make changes after this point.	



City of Saint Paul Time Attendance and Scheduling Solution YJC Time Approver Instructions

Document Review

Role: Supervisor
 Supervisor: [two, test supervisor]
 Search Description: [Default] [Search]
 Pending count: [1: Timecard Approval Complete] [Return]

Pay Cycles: [City of St. Paul]
 Duration: Pay Period [12] or Start [05/18/2013] Stop [05/31/2013]
 Documents: [All] Workflow Status: [Any including Missing] Sort Order: [No sorting]

Error Types: [All Documents]
 Emp ID: [] Emp Name: [] Department: [] Division: [] Subdivision: [] Pay Code: [All Documents]
 EmpStop: [] AccrFlag: [] Accn3: [] [Update] [Delete]

Emp ID	Emp Name	Department	Division	Subdivision	Doc Date	Status	Delete	Emp Info	Review Doc
T103	three, test user	14	0	0		Missing			Timecard
T104	four, test user	41	0	0	05/31/2013	Approval Complete			Timecard

[Update] [Previous Page] [Next Page] 1 - 2 of 2

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Step	Action
(19)	Notice that the status for T104's timecard is now "Approval Complete." You will not be able to edit the timecard further.
Notes The next step of the process is in the City's Payroll area. Payroll staff may find problems that need correction, for example: <ul style="list-style-type: none"> - timecards that still show a status of Missing, Saved, or Pending Approval - timecards whose hours total less than the schedule that the employee has been assigned - timecards with pay codes that are not used correctly. Payroll staff may need to contact you to clear up these issues. Make sure the email address and phone number in your User Profile are correct, so the issues can be resolved without delay.	

C. Questions / Problems?

Contact Brendon Johnson or Vicky Molina on the City's payroll staff (their contact info should be in your YJC Supervisor's Toolkit) - or -

Submit a Service Request with the City's support staff: ishelp@ci.stpaul.mn.us

Make sure to put TASS in the subject line so the request can be routed to TASS support staff without delay.